



30 MARCH 1999

AFMC Commander's Policy Directive

**AFMC COMMAND MANAGEMENT
FRAMEWORK**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFMC/XPX (John J. Glaser)
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This instruction provides guidance and procedures for implementing AFMCPD 500-2, *AFMC Command Management Framework*. This instruction applies to all AFMC organizations. It does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

Business Areas and the AFMC Chief Operating Officers (COOs) replace Mission Element Boards (MEB) and MEB chairpersons. The AFMC Command Council and the Executive Team represent a reorganization of the membership of the command's senior leaders to participate in the decision-making of the businesses of AFMC. The Program Review Panel (PRP) was created as an AFMC Resource Board (ARB) special staff to assist in the development and integration of command-level programming and budgeting submissions.

1. Introduction. This instruction provides detailed operating procedures for the administration of the AFMC Command Council, AFMC Executive Team, the ARB and the PRP. Duties and responsibilities of the chairpersons, secretariats and members are described.

2. AFMC Command Council.

2.1. Membership. The AFMC Commander chairs the AFMC Command Council. The other members of the council are the AFMC Vice-Commander, center commanders acting as center Chief Executive Officers (CEOs), and the Executive Team.

2.1.1. The Commander's Action Group (HQ AFMC/CCX) is the secretariat for the AFMC Command Council and will assist the Chairperson in scheduling meetings, preparing agendas, recording minutes, tracking action items, and communicating council activity.

2.1.2. All attendees are subject to approval by the Chairperson.

2.2. **Location.** Unless otherwise announced by the secretariat for the AFMC Command Council, meetings will be held in the Sarris Auditorium, Building 262, WPAFB, OH.

2.3. **Frequency.** The Council convenes at the direction of AFMC/CC, normally as the annual AFMC Commander's Conference or one of several Business Conferences. Typical time periods/general topics of conferences are:

- January/February - Business Conference: POM and APOM
- April - Commander's Conference
- July/August - Business Conference: Strategic Plan Update
- October/November - Business Conference: Center Execution Strategy Review

2.4. **Presentations.** Agendas for the AFMC Command Council will be approved by AFMC/CC. The secretariat will distribute the approved agenda to the council members. Guidelines and templates for briefings are available on the HQ AFMC/CCX web page. For presentations, the OPR will provide a synopsis of the briefing to include subject, briefer, purpose, a background, summary, recommendation and briefing duration (see Attachment 1). Council briefers will provide briefing copies and cue sheets to the secretariat at seven working days prior to the meeting. The secretariat will make distribution to members in sufficient time to allow five working days for review prior to the meeting.

2.4.1. During the meeting the secretariat will record action items, as necessary, and will verify with the appropriate office acceptance of the action item.

2.4.2. Within five working days after the Council meeting, HQ AFMC/CCE will distribute action items to the designated OPRs/OCRs. The action items will also be posted on the HQ AFMC/CCX's home page.

2.5. **Electronic Announcements.** Initial notification of meetings, agendas, briefings and other AFMC Command Council communication activity will be distributed using the most appropriate means (phone, mail, e-mail, fax, etc.). Copies will also be posted on the HQ AFMC/CCX home page.

3. AFMC Executive Team.

3.1. **Membership.** The Team chairperson is the AFMC Commander acting as the AFMC Chief Executive Officer (CEO). During his absence, the Vice-Commander assumes the duties of the Chairperson. The other members of the Team are the COOs (AFRL/CC, CE, DO, DR, LG, and SC), the Chief Acquisition Officer (AQ), the Chief Contracting Officer (PK), the Chief Engineering Officer (EN), the Chief Financial Officer (FM), the Chief Legal Officer (JA), the Chief Personnel Officer (DP), the Chief Plans Officer (XP), and Command Chief Master Sergeant (CCC). Team members, if present for duty, should attend scheduled meetings. During absences, the military or civilian assistant in their 2-letter office may represent members as the alternate. If they cannot attend, the chair for that team member will be vacant.

3.1.1. The Commander's Action Group (HQ AFMC/CCX) is the secretariat and will assist the Chairperson in preparing agendas, writing minutes, tracking action items, scheduling meetings, and communicating Team activity.

3.1.2. All attendees are subject to approval by the Chairman.

3.2. **Location.** Unless otherwise announced by the secretariat for the Executive Team, meetings will be held in the Situation Room, Building 262, WPAFB, OH.

3.3. **Frequency.** The team will meet as necessary, normally at least once a month.

3.4. **Presentations.** Members of the Executive Team may sponsor issues requiring an Executive Team decision. Presentations to the Executive Team will be submitted to HQ AFMC/CCX. For these presentations, the OPR will provide a synopsis of the proposed briefing to include subject, briefer, purpose, background, summary, recommendation and briefing duration (see Attachment 1) at the time of the request. Guidelines and templates for briefings are available on the HQ AFMC/CCX web page. The secretariat will notify the OPR if and when topic has been approved for presentation to the Executive Team.

3.4.1. The OPRs for briefing presentations will provide the secretariat with an electronic copy (via diskette or email) and a cue sheet of their briefing 48 hours prior to meeting.

3.4.2. The OPR will also provide six hard copies of the presentation (printed in black and white, two slides per page) for distribution 48 hours prior to meeting.

3.4.3. During the meeting the secretariat will record minutes and action items, as necessary, and will verify with appropriate office acceptance of the action item.

3.4.4. Within five working days after the Executive Team meeting, HQ AFMC/CCX will provide a copy of the approved minutes (see Attachment 2) to all Team members. The minutes will also be posted on HQ AFMC/CCX's home page. HQ AFMC/CCE will distribute action items to the designated OPRs/OCRs.

3.5. **Electronic Announcements.** Initial notification of meetings, agendas, briefings and other Executive Team communication activity will be distributed using the most appropriate means (phone, mail, e-mail, fax, etc.) Copies will also be posted on the HQ AFMC/CCX home page.

4. AFMC Resource Board (ARB).

4.1. **Membership.** Members are HQ AFMC/DP, EN, FM, JA, PK, XP and the AFMC Business Area COOs. XP is the regular chairperson. FM will chair the ARB for the O&M Financial Plan (FinPlan), Budget Execution Review (BER) and year-end closeout. FM will also chair the ARB when reviewing the business area plans. CE will chair the Military Construction (MILCON) program review. ARB members, if present for duty, should attend scheduled meetings. During absences, members may be represented by their deputy directors or division chiefs who must be empowered to represent their Business Area or directorate position in discussions and for any votes taken during the meeting.

4.2. **Frequency/Location.** The board will meet on an ad hoc basis. Any member may request an ARB meeting. XP, FM, and CE will schedule their own meetings and make the invitations, generally by phone, followed up by email. Requests from members other than XP, FM or CE will be addressed to XP. If approved, XP will announce the meeting time and place.

4.3. **Presentations.** Proposed presentations to the ARB must be submitted to the ARB chair through XP, except in the case of FM and CE who set up their own ARBs. The responsibilities of the briefing OPR will be to present the briefing and provide XP, FM or CE (as applicable) with the following:

4.3.1. A briefing synopsis of the proposed presentation ten workdays prior to the meeting. The synopsis should include the subject, briefer's name and organization, background, summary statement, recommendation, and time required for the presentation (See Attachment 1).

4.3.2. An electronic copy of the briefing to XP, FM, or CE (as applicable) two working days prior to the scheduled meeting. XP, FM, or CE will make the briefing available to the ARB members by posting it on their respective web homepages as soon as possible. Paper copies will also be provided by the OPR at the table by meeting time for ARB members.

4.3.3. During the meeting, the OPR staff will record minutes and action items, as necessary, and will verify with appropriate office acceptance of the action item.

4.3.4. Within two working days after the ARB meeting, the briefing OPR will provide the minutes (see Attachment 3) to XP, FM or CE (as appropriate) for review. After obtaining the ARB chairperson's approval, the minutes will be posted on the ARB chair's web home page.

4.4. **Responsibilities.** The ARB will brief the Executive Team on key issues such as POM, manpower program, FinPlan and others as considered appropriate by the ARB members. As required, ARB recommendations may be presented by the ARB chair for approval.

4.5. **Electronic Access.** Meeting agenda, minutes, archival information, POCs, etc. will be posted on the chair's web homepage. XP, FM, or CE, or their designee, as applicable, is responsible for maintaining their ARB web pages. Members will be notified to refer to the web site for all particulars regarding the ARB meeting.

5. Program Review Panel (PRP).

5.1. **Membership.** Members are HQ AFMC/CER, DOR, DOP, DPX, DRO, FMA, FMP, LGI, LGP, JAA, PKK, SCA, XPM, XPP and AFRL/XP. XPP is the chair for the PRP during the program objective memorandum (POM) deliberations, FMP chairs the panel during the Budget Estimate Submission (BES) and FMA chairs it for the FinPlan (initial distributions and current year discussions) and Budget Execution Review (BER). As required, PRP decisions or recommendations will be presented to the ARB.

5.2. **Frequency/Location.** The PRP will meet on an ad hoc basis. The chairs call PRPs and they announce the time and place. When appropriate, the PRP should meet in advance of the ARB meetings.

5.3. **Presentations.** Presentations will be at the discretion of the PRP chair that calls the meeting.

5.3.1. An electronic copy of the briefing should be provided to attendees 24 hours prior to the scheduled meeting and posted to the web.

5.3.2. During the meeting, the OPR staff will take minutes and action items, as necessary, and will verify with appropriate office acceptance of the action item.

ROBERT J. COURTER, JR., Major General, USAF
Directorate of Plans and Programs

Attachment 1**BRIEFING SYNOPSIS****Council/Executive Team/ARB Meeting (as applicable)****3 August 99****SUBJECT:** FY98 3rd Quarter AFMC IMCP Weakness Review**BRIEFER:** Mr. James Smith, 7xxxx, HQ AFMC/FM**PURPOSE:** To review FY98 AFMC Commander's Annual Statement of Assurance progress and approve changes to action plans for all open and new weaknesses

BACKGROUND: The quarterly council review supports the Federal Managers' Financial Integrity Act of 1982 (FMFIA), Public Law 97-255. As part of our corporate internal control program, the AFMC Council meets quarterly to review progress and approve changes to action plans for all open and new weaknesses. These reviews are conducted to provide "Reasonable Assurance" against fraud, waste and abuse and to maintain management's attention and awareness. Weaknesses are identified through oversight reports and by center commander internal control reviews. All weaknesses have been coordinated with the responsible HQ AFMC Director.

SUMMARY: This meeting will review the FY98 3rd quarter status of weakness action plans, and request the ARB's concurrence with action plans to be reflected in the FY98 AFMC Commander's Annual Statement of Assurance.

RECOMMENDATION: ARB approves recommendation for presentation to the AFMC Command Council.

TIME REQUIRED	Briefing	20 Minutes
FOR PRESENTATION	Discussion	<u>10 Minutes</u>
	Total	30 Minutes

CLASSIFICATION:**PREPARING OFFICE:** AFMC/FM, Mr. James Smith, 7xxxx

Attachment 2**AFMC COUNCIL AND EXECUTIVE TEAM MEETING MINUTES****DATE:****LOCATION:****PURPOSE or THEME:****DISCUSSION/ISSUES:** (Significant points made by attendees during presentations, if any)**RECOMMENDATIONS:** (List specific recommendations approved by attendees)**ACTION ITEMS:** (List all actions resulting from the meeting, the assigned OPR, and projected completion date.)

- a. 9-8/1. Provide status of the B-1 Program to CC. (OPR: DR) (SUSPENSE: 27 Aug 99)
- b. 99-8/2. Etc.

MINUTES PREPARER: (Name/Office Symbol/Extension)

HQ AFMC/CCX

2 Atch

Signature/Date

- 1. Agenda
- 2. Attendees

Approved as Written

Chairperson

Attachment 3

AFMC RESOURCE BOARD MEETING MINUTES

SUBJECT:

BRIEFING DATE:

TIME/LOCATION:

BRIEFER/ORGANIZATION:

CHAired BY:

PURPOSE: (A concise, factual statement of reason for the briefing; i.e., obtain decision on a policy matter, obtain approval to present to the AFMC Executive Team, etc.)

BACKGROUND: (Summary of events leading to the briefing)

SUMMARY: (Summary of highlights of the briefing and recommendations)

DISCUSSION/ISSUES: Significant points made by ARB members during presentation, if any)

RECOMMENDATIONS: (List specific recommendations made by the ARB, if any; i.e. approved for presentation to the AFMC Commander; directed specific changes before presentation to the AFMC Executive Team, etc.)

ACTION ITEMS: (List all actions resulting from the meeting, the assigned OPR, and projected completion date.)

- a. 99-8/1. Provide status of the B-1 Program to CC. (OPR: DR) (SUSPENSE: 27 Aug 99)
- b. 99-8/2. Etc.

MINUTES PREPARER: (Name/Office Symbol/Extension)

Directorate OPR Signature/Date

1 Atch

Approved as Written

Attendees

ARB Chairperson

NOTE: Minutes should be brief. One page preferred, no more than two.